



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

**BOARD OF SELECTMEN
MEETING AGENDA**

January 3, 2017
Municipal Center, Conference Room A
7:00 p.m.
AMENDED

CALL TO ORDER

ANNOUNCEMENTS

PUBLIC COMMENTS

1. SCHEDULE

- a) [Brian Sullivan – Bayside Engineering on Bridge Inspections](#)

2. APPOINTMENTS

Board of Selectmen

- a) Tim McInerney – Parking Clerk
- b) [Paul Pollinger – Mill Villages Advisory Committee](#)

Town Administrator

- a) [Russell Poirier – Part-Time Snow Plow Driver](#)
- b) [Larry Zwicker III – Emergency Temporary Seasonal Help](#)

3. RESIGNATIONS

- a) [Adam Costello – Veterans Agent for the Service District](#)
- b) [Drew Manlove – Principal Assessor](#)

4. NEW BUSINESS

- a) [Award IT Contract](#)

5. SELECTMEN REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

8. MEETING MINUTES – [12/1/2016](#), [12/6/2016](#)

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

ADJOURN

Schedule 1 (a)

Bayside Engineering – Bridge Inspection Report

MassDOT requires us to do inspections every 2 years. We signed a contract with Bayside to complete these inspections on September 20, 2016. The report breaks the bridge inspections into priority levels and some may be eligible for the small bridge grant program through the state, which Bayside will apply for on our behalf.

Grafton Bridge Inspection & Evaluation Program

No	Repair Priority	Bridge Dept. #	BIN	Location (Over) Facility Carried	Location (Under) Facility Intersected	Bridge Material	Bridge TYPE	Span Length	Repair Recommendations	Estimated Repair Cost	Small Bridge Eligibility
1	High	G-08-025	6PV	Brigham Hill Road	Canal	Reinforced Concrete	Box Culvert	10'-4"	Fill void Add waterproofing membrane Replace railing Replace transitions Install buried end sections	Design \$15,000 Const \$58,000	Should Apply
2	High	G-08-005	1BN	Millbury Street	Quinsigamond River	Concrete Continuous	Slab	76'-0"	Graft additional deck thickness to existing deck Replace membrane Install new S3TL4 bridge barrier Fill and wrap piles Replace transitions Install buried end sections	Design \$50,000 Const \$202,000	N/A
3	High	G-08-048	6Q2	Stowe Street	Miscoe Brook	Prestressed Concrete	Slab	7'-10"	Complete Replacement	Design \$50,000 Const \$175,000	Too Small not Allowable
4	High	G-08-061	6Q4	Fitzpatrick Road	Cronin Brook	Steel	Plate Arch	10'-3"	Rebuild and rechink wingwalls and headwalls Regrade/repave roadway w proper subgrade - 100ft Replace rail Install buried end sections	Design \$20,000 Const \$60,000	Should Apply
5	Low	G-08-037	6PY	Waterville Street	Big Bummett Brook	Prestressed Concrete	Slab	10'-4"	Rechink wingwalls Repoint Replace transitions Replace approach rail Install end treatments	Design \$12,000 Const \$40,000	Should Apply
6	Low	G-08-042	6Q1	Meadow Brook Road	Meadow/Flagg Brook	Prestressed Concrete	Slab	10'-0"	Rebuilt northeast channel Concrete excavation Replace rail Replace transitions Install buried end sections	Design \$8,000 Const \$24,000	Should Apply
7	Medium	G-08-004	1BQ	Brigham Hill Road	Quinsigamond River	Prestressed Concrete	Slab	37'-1"	Replace membrane Repair spall Repair crack/delamination Rebuild top 3' of southeast wingwall Replace 100' of w-shaped highway guard Replace transitions Install buried end sections	Design \$10,000 Const \$62,000	N/A

No	Repair Priority	Bridge Dept. #	BIN	Location (Over) Facility Carried	Location (Under) Facility Intersected	Bridge Material	Bridge TYPE	Span Length	Repair Recommendations	Estimated Repair Cost	Small Bridge Eligibility
8	Medium	G-08-006	1BT	Pleasant Street	Quinsigamond River	Masonry	Arch-Deck	22'-0"	Rechink and repoint Repair and rebuild north parapet Reset stones Install terminal end sections	Design \$10,000 Const \$54,000	N/A
9	Medium	G-08-036	6PX	Westboro Road	Big Bummett Brook	Concrete w/ steel beams	Slab	7'-9 1/2"	Replace membrane Replace concrete precast slab Reset capstone Replace rail Replace transitions Install buried end sections	Design \$18,000 Const \$60,000	Too Small not Allowable
10	Low	G-08-003	1BP	Creeper Hill Road	Flint Pond	Prestressed Concrete	Slab	24'-11"	Clean post tension system Replace membrane and wearing surface Replace bridge rail Replace transitions Install terminal end sections	Design \$10,000 Const \$58,000	N/A
11	Low	G-08-008	1BR	Pleasant Street	Blackstone River	Prestressed Concrete	Slab	25'-11"	Replace membrane Repair curbs Install new bridge rail Replace transitions Install terminal end sections Replace top 2' of northeast wingwall	Design \$14,000 Const \$61,000	N/A
12	Low	G-08-010	1BV	Depot Road	Blackstone River	Concrete	Arch-Deck	67'-11"	Repair parapet Excavate concrete and patch Repair or replace reno mattress Replace transitions	Design \$12,000 Const \$42,000	N/A
13	Low	G-08-022	1BW	Depot Road	Blackstone River	Prestressed Concrete	Slab	21'-0"	Seal sidewalk Replace membrane Replace railing Replace transitions Install terminal end sections	Design \$12,000 Const \$55,000	N/A
14	Low	G-08-034	6PW	East Street	Big Bummett Brook	Reinforced Concrete	Box Culvert	11'-2"	No Repairs Needed	N/A	N/A
15	Low	G-08-039	6Q0	Carroll Road	Axtell Brook	Steel	Twin Arches	5'-0"	Remove debris Remove trees Rebuild channel wall Rebuild headwall Rebuilt all wingwalls	Design \$8,000 Const \$18,000	Too Small not Allowable
16	Low	G-08-059	6Q3	Fitzpatrick Road	Brook	Steel	Culvert	4'-0"	Rechink headwalls Rechink wingwalls Replace rail Replace transitions Install buried end sections	Design \$10,000 Const \$36,000	Too Small not Allowable

Board of Selectmen Appointments

- (a) Tim McInerney – Parking Clerk

With Doug's departure, the Board will need to re-appoint the Town Administrator as the Parking Clerk.

- (b) Paul Pollinger – Mill Villages Advisory Committee

There are currently 2 vacancies on this committee. After Paul's appointment, there will still be one appointment.

Town Administrator Appointments

- (a) Russell Poirier – Part Time Snow Plow Driver

Mr. Poirier is new, he has not plowed for the Town before, but he does have plowing experience.

- (b) Larry Zwicker III – Emergency Temporary Seasonal Help

For inclement weather events at the 4 locations that the Town currently manages with 2 full-time staff.

Resignations

- (a) Adam Costello – Veterans Agent for the Central MA Veterans Service District

District is comprised of 4 communities (Shrewsbury, Northborough, Westborough, Grafton). We are the host community and we currently have 4 applicants for the position.

- (b) Drew Manlove – Principal Assessor

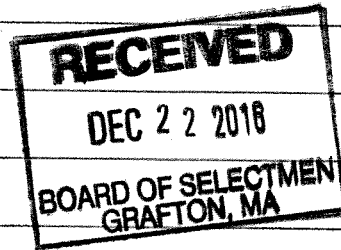
We currently have 4 applicants for this position. We hope to begin interviewing for this position next week.

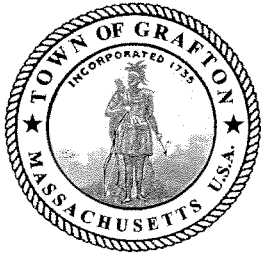
12/21/16

I submit my name to
the Mill Village Advisory Comm.

Thank you

Paul Pflinger





TOWN OF GRAFTON
Department of Public Works

30 Providence Road
Grafton, MA 01519
David Crouse, Highway Superintendent
croused@graffon-ma.gov
(508) 839-5335
www.graffon-ma.gov

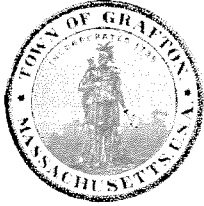
11/31/17

Memo

To: Tim McInerney
From: David Crouse
Date: 12-27-2016
Re: Part Time Seasonal Snow Plow Driver

I would like to recommend Russell Poirier, 4 Plain St, Upton Ma.
be appointed as a part time snow plow operator at \$17.81 per hour.

If you have any questions, please feel free to contact me.



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Robert S. Berger
Inspector of Buildings
Zoning Enforcement Officer
E-mail: bergerr@grafton-ma.gov

Memorandum:

DATE: December 28, 2016
To: Timothy McInerney., Town Administrator
From: Robert S. Berger, Inspector of Buildings, Zoning Enforcement Officer
Re: Emergency Hire Municipal Help

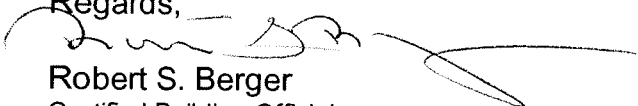
Please be advised that as per Section 4-4 e. of the Towns General By-laws I have hired Larry Zwicker III for emergency part-time seasonal help.

This emergency temporary position will not accrue any benefits.

Mr. Zwicker will start on December 28, 2016. This Position will not accrue any benefits. Mr. Zwicker will be paid \$ 15.00 per hour on an as needed basis.

If you have any questions or concerns please feel free to contact me.

Regards,


Robert S. Berger
Certified Building Official
Inspector of Buildings
Zoning Enforcement Officer

12/21/2016

• • •

Adam Costello
42 Washington Road
Northborough, MA 01532
(508) 393-5794

1/3 mtg.

Timothy P. McNerney
Town Administrator
Town of Grafton
30 Providence Road
Grafton, MA 01519

Dear Tim,

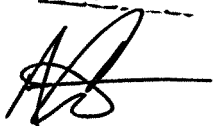
Please accept this letter as notice of my resignation. My last day of employment will be Wednesday, January 11, 2017.

Thank you for the opportunity to serve our residents as the Director of Veterans' Services. Together we have made great strides in improving the lives of our residents through increased access to medical care, compensation, social activities, and much, much more. I am grateful to have had the opportunity to serve our residents and truly enjoyed interacting with so many of our neighbors on a regular basis.

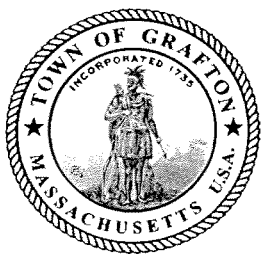
I recently received a job offer in the private sector, and after careful consideration, have made the decision that the new role presents a unique set of challenges that will allow me to develop and hone the skills needed for continued growth.

Thank you again for the opportunity to serve the Town of Grafton for the past years. I wish you the best and look forward to remaining in contact with you and all of my friends at the Grafton Municipal Center.

Sincerely,

A handwritten signature in black ink, appearing to be 'AC', with a horizontal line drawn through it.

Adam Costello



TOWN OF GRAFTON BOARD OF ASSESSORS

DREW MANLOVE, MAA – PRINCIPAL ASSESSOR
30 PROVIDENCE ROAD, GRAFTON, MA 01519
PHONE (508) 839-5335 x1165 FAX (508) 839-4602
ASSESSORS@GRAFTON-MA.GOV

December 30, 2016

To the Board of Selectmen,

Please be informed that I am resigning my position as the Principal Assessor for the Town of Grafton. My last day will be Friday, January 6, 2016.

Thank you for the great privilege of serving the taxpayers of Grafton for the last two-plus years.

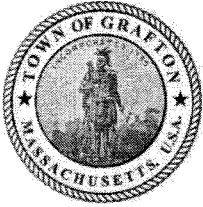
Sincerely,

Drew Manlove, MAA
Principal Assessor

New Business 4 (a)

Award IT Contract

Went out to bid in September of 2016. We had 7 proposal submittals for this contract. We narrowed the pool to 3, with special consideration for MX, our current provider. The review panel consisted of Anita Patel, Dave Robbins, Joe Laydon, and Tim McInerney. The panel recommends to the Board that they award the IT Contract to Coghlin Network Services out of Worcester, MA. They have the best combination of price, proposal and services. Their references, Adcare Hospital and NAI Plotkin spoke extremely highly of them.



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**BOARD OF SELECTMEN
MEETING MINUTES**

December 1, 2016
Municipal Center, Conference Room A
6:30 p.m.

A regular meeting was called to order at 6:32pm. Present was Bruce Spinney, Sargon Hanna, Jen Thomas, Craig Dauphinais and Brook Padgett. Also present was Doug Willardson and Recording Secretary Rebecca Meekins.

Interview Session – “Minute by Minute” – Bob DeToma

Bob DeToma from Grafton Cable Television was present to address questions to the Board. The Board discussed with Mr. DeToma what it is like to be a member of the Board of Selectmen. They discussed the current makeup of the Board and the challenges and rewards of being a Selectmen.

7:00 PM License Hearing – Verizon Cable Television

At 7PM a regular meeting was called to order. Sargon Hanna read aloud the hearing notice for the Verizon cable Television hearing scheduled for this evening. Mr. Spinney recused himself from the discussion regarding this cable television license. A motion was made by Mr. Dauphinais, seconded by Mr. Padgett to open the public hearing. All members were in favor.

Mr. McInerney explained that in 2018 the town must renew the franchise agreement with Verizon. Mr. Bill Solomon, Esq. is present as special counsel to walk the Board through the process of renewing the agreement. Mr. Solomon explained that the town needs to determine what its future needs are when it comes to cable.

John and Martha Chartier were present from Airport Road. They told the Board that since Verizon has been in town, they have been trying to get their condominiums hooked up for cable and Verizon has told them that those particular condominiums cannot be wired for Verizon cable. Mr. Solomon said that he would look into a timetable for that particular area getting cable and get back to Mr. Chartier.

Mr. McInerney told the Board that he recommended the Board request High Definition coverage throughout Town in the new license. Larry Silverman, Chair of the Cable Committee was present and concurred with Mr. McInerney's recommendation.

A motion was made at 7:53 PM by Mr. Padgett, seconded by Mr. Dauphinais to close the public hearing. All members were in favor. Mr. Spinney returned to his chair at 7:54 PM.

The important takeaways for the contract are to include HD for all local programming, an on demand program guide, and the ability to get service to all areas of the Town.

Town Administrator Goals

Mr. McInerney explained that the Board did a review of his overall performance in April of 2016 and they had intended to go back and set goals after the fact for January. However, that second meeting never took place. Mr. McInerney walked the Board through the status of the goals that were previously set. Mr. Dauphinais mentioned that the Economic Development Commission wanted to create a welcome packet with the Town Administrator's Office. He also mentioned that he would like to discuss zoning changes for upcoming projects.

Jen Thomas asked the Board if there were new goals that they wanted to put forth for Mr. McInerney to be working on. Mr. Padgett asked which of the goals presented had been completed and Mr. McInerney explained that a lot of these goals have no tangible end date. The office development and changes have been satisfied. Mr. Padgett agreed and stated that many of these are long term goals. Mr. Hanna stated that development and new industry creation were priorities for him.

Mr. Spinney would like to discuss with Mr. McInerney what his review is on the Town and how the Town spends money on personnel. He would like to look into areas that the Town could invest in, like Human Resources. Mr. Dauphinais would also like to see more training for all staff, DPW especially.

Resignation - Doug Willardson – Assistant Town Administrator

A motion was made by Mr. Spinney, seconded by Mr. Dauphinais, to accept the resignation of Assistant Town Administrator, Doug Willardson. All members were in favor. Doug has accepted the Town Administrator position in the Town of Webster. Members of the Board wished Doug well in his new job.

Vote to allow the Town Administrator to sign – Utility Rates

Mr. McInerney reminded the board that on November 1st, he had talked to them about electrical aggregation. He has been working to get better rates on electricity for town residents. Allowing him to sign for the rates that become available when the bid responses come in means getting a lower electric rate for any citizen who wishes to opt into the program.

A motion was made by Mr. Spinney, seconded by Mr. Padgett to allow the Town Administrator to sign new utility rates for town residents. Mr. Dauphinais stated that this is not a small thing, this is a major decision for residents. He felt that this was not something that the Town Administrator or the Chair should sign, but rather, something the entire Board should sign onto. All members were in favor of allowing the Town Administrator to sign except for Mr. Dauphinais. The motion was carried, 4-1.

SELECTMEN REPORTS / TA REPORTS

Mr. Dauphinais mentioned that the Economic Development committee had their first meeting with the new members and it went well. The new members are enthusiastic about being a part of the committee.

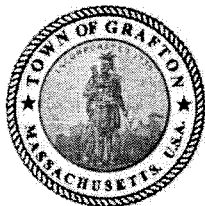
Mr. Hanna read a letter from Carol S., a citizen of Grafton who is hosting an informational meeting regarding the potential gas pipeline going through town. The meeting will be on December 14 at 7pm in the LPG room in the High school. All are welcome to attend.

MEETING MINUTES

A motion was made by Mr. Padgett, seconded by Mr. Dauphinais to approve the meeting minutes of July 19th as amended. All were in favor.

A motion was made by Mr. Hanna, seconded by Mr. Padgett, to approve the meeting minutes of September 6th, September 20th, November 1st, October 4th and October 11th as amended. All were in favor.

A motion was made at 9:05PM by Mr. Spinney to adjourn the meeting. Motion was seconded by Mr. Hanna, all were in favor. Meeting was adjourned.



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**BOARD OF SELECTMEN
MEETING MINUTES**

December 6, 2016
Municipal Center, Conference Room A
7:00 p.m.

A regular meeting was called to order at 7:00pm. Present was Bruce Spinney, Sargon Hanna, Jennifer Thomas, Craig Dauphinais, and Brook Padgett. Also present was Assistant Town Administrator, Doug Willardson, Town Administrator Tim McInerney, and Recording Secretary Rebecca Meekins.

Ms. Thomas made a few announcements. She stated that the Annual Turkey Bowl happened over the weekend, which is a men's soccer event. They raised a lot of money for a good cause.

Carol Sotoropolis was present for the Public Comments section of the agenda. She wanted to let people know about the potential pipeline through Grafton. Next Wednesday the 14th, at 7pm, there would be an informational meeting at the High School regarding the pipeline.

EVR Fire Assessment – Michael Wilbur

Keith Purdy From Emergency Vehicle Response. Mr. Purdy explained that there are certain standards that are used in evaluating the Fire Department fleet. These standards come from the Department of Transportation. Trucks from the Fire fleet require proper maintenance because fire vehicles do not get used as often as other vehicles but when they do, they must perform flawlessly. Mike Wilbur, also present from EVR, mentioned that the presence of rot in trucks has increased immensely in the last 6 to 8 years. Tanker 1 and Tanker 4 in the Fire Fleet were found to have tires that had exceeded their life cycle. EVR recommended that they be removed from service. Forestry 2 had similar issues. EVR places a heavy emphasis on safety, and they never want tools for Fire Departments to be the cause of injuries.

The recommended replacement for Vehicle 1 would be a water supply vacuum tanker. This brings extra water to calls. They are designed for on and off road use. Water supply is critical. It was also recommended that Engine 4 be removed from service as well as there was a fair amount of corrosion on the vehicle. Additionally, Engine 10 should also be removed from the fleet as it is beyond its useful life. EVR recommended that the town

consider compressed air foam in the forestry vehicle. It is an expensive option but works incredibly well.

Mr. Dauphinais asked when they determine that maintenance costs are too high and it is time to replace a vehicle. Mr. Wilbur stated that the cost of ownership for an engine apparatus is approximately \$5,000 to \$8,000 per year. When you begin to exceed that number, it is time to look at replacing that vehicle. Mr. Dauphinais also asked that when the Town puts specs out, how many responses should they expect to get? Mr. Purdy replied that you should expect about 8 bids. There are only about 35 manufactures in the United States.

Mr. McInerney stated that they Town spends around \$40,000 per year in maintenance on fire fleet, however, according to these numbers, it should be around \$100,000. Mr. Spinney asked Mr. McInerney how the Town would approach funding for something like this. Mr. McInerney responded that something of this magnitude would require a debt exclusion. Mr. Hanna asked Mr. Wilbur and Mr. Purdy how the Town had done on its last couple of fire fleet purchases. They both stated that the Town was purchasing from reputable manufactures, but that their specifications could use more attention.

Mr. Gauthier, the Fire Chief was present and stated that EVR completed a great report and it has opened the Departments eyes to where they need to spend more money and where they should stop spending money. Mr. Padgett asked the Chief what he thought about the plan that was present by EVR and their report. Mr. Gauthier stated that he agreed with a lot of the plan.

Grafton & Upton Railroad – David Swirk, General Manager

Ms. Thomas gave a brief summary of the history of the Town's involvement with the Grafton and Upton Railroad. David Swirk and Stan Gordon were both present for this matter. Mr. Gordon stated that there were a lot of misconceptions about the preparations for opening the transfer station, and they hope to explain exactly where they are at. Over the past year, they have been meeting with the Town Fire chief and the State Fire Marshall. Having a safe facility is what is most important to the railroad.

Mr. Swirk went on to explain that the railroad has existed since 1873. There have only been 3 owners in the history of the railroad. The railroad wishes to accommodate the needs of the community. There will be fire training classes for all members of the Grafton Fire Department. This training would be specific to propane. Mr. Swirk reiterated that safety is the most important part of operations for the railroad. The station is approximately 1400 feet from North Grafton Elementary School. Mr. Dauphinais stated that this station is different from others that have been completed because it is essentially in the middle of a neighborhood.

The facility will be monitored 24 hours per day. Mr. Dauphinais asked who monitored the unplugging of the nitrogen from the trucks. Mr. Swirk replied that there were check valves in place that would stop if the hose breaks away. The fire suppression systems generally are manual. Rather than a manual water cannon, automated water cannons will be

91 installed at the railroad station. One person will be able to control the entire fire
92 suppression system. There are 4 cannons and all are up on platforms. This means that
93 water can cascade over tanks. The cannons can be operated manually if overridden.

94
95 The railroad plans to put an access road in to be used by railroad employees and
96 emergency responders. All gates will be automatic. Drivers will all be trained in routes
97 coming in and out of the station.

98
99 Mr. Gordon stated that there are currently painters on site to paint the tanks. There was
100 containment and lead testing that was done. Everything was in a controlled environment.
101 They expect to be fully operational sometime in March. There will be a soft opening in
102 January which will consist of training. Ms. Thomas asked if the Fire Safety Analysis would
103 be completed by January. Mr. Gordon stated that it was already complete and should be
104 approved by Monday. Mr. McInerney stated that there were still issues in the Fire Safety
105 Analysis that he last saw that were yet to be resolved.

106
107 Mr. Dauphinais asked how many trucks were expected to be going in and out of the facility
108 at any given time. Mr. Swirk stated that they anticipated about 4 trucks per hour, but that
109 the facility would be responsive to the market. There could potentially be 12-16 hour days
110 in peak season. Mr. Padgett asked when Mr. Swirk came on board with the railroad and
111 then stated that they needed to do a better job communicating with the Town. Mr. Gordon
112 stated that in 2012 the railroad reached out the Town and that there was a meeting in the
113 gym where Mr. Delli-Priscolli offered to do a lot for the Town. Mr. Gordon stated that the
114 railroad had spent over \$600,000 on legal fees going through this process with the Town.

115
116 Mr. McInerney asked several questions to Mr. Swirk. He first asked if there was a
117 generator on site for backup for the water cannons. Mr. Swirk stated that yes, there was
118 a generator on site. Mr. McInerney asked if there would be an odor when the decoupling
119 happens. Mr. Swirk stated that yes, there would be an odor and propane, it is inevitable.
120 Will the trucks be 10 wheelers or 18 wheelers? There would be 18-wheelers. Mr.
121 McInerney asked about testing of the water and whether the water main was extended.
122 Mr. Swirk stated that yes, the main was extended in to the property and the testing is a
123 yearly process. Do people working at the railroad have certifications? Mr. Swirk stated
124 that they do go to a training program that is sponsored and conducted by the Grafton and
125 Upton Railroad. How do the water cannons not freeze? Mr. Swirk stated that in the
126 warmer months the cannons are charged to keep rust from happening and in the winter,
127 everything is drained. What about lighting on the property? There will be LED lights on 25
128 foot poles. Lights will turn on when plant is operating.

129
130 Mr. Spinney asked about the roads deteriorating faster due to the tanks being on them
131 often. Mr. Gordon stated that there were discussions about helping with roads but that is
132 no longer something they are willing to discuss. Mr. McInerney stated he hoped that they
133 could speak about the roads further since it was a safety issue.

134
135 Mr. Dennis Flynn of 102 Upton Street asked the Board of Selectmen what the process
136 would be moving forward? Mr. McInerney stated that they will await approval from the
137 State Fire Marshall's Office.

138
139 Resident named Jeff Turgeon was present and asked about testing and painting of the
140 tanks. Mr. Gordon assured him that there were tents to protect the paint from running into
141 the ground water, and that an engineer was on site when the tanks were being scraped.
142 Mr. Turgeon asked about water being contaminated by the propane. Mr. Swirk stated that
143 propane turns to gas when it hits the air and then dissipates. Mr. Gauthier, Fire Chief,
144 chimed in that more liquid in the tanks is better because explosions only happen when
145 tanks are empty or partially empty.

146
147 Mr. Dauphinais requested that many of these circumstances be presented to the What If
148 Committee. Ms. Wanda Hendricks was present. She asked if the railroad would schedule
149 a general information meeting and then asked about the height of the fence the railroad
150 was putting up. Mr. Swirk stated that there is barbed wire as well as surveillance on the
151 property. Mr. McInerney asked about doing a public outreach video regarding safety for
152 facility. Mr. Gordon said that would be possible.

153
154 Sean Flynn of 65 Waterville Street was also present. He also discussed the same issues
155 regarding the facility, including an alarm system, and air quality. Matthew Flynn also stood
156 to speak and asked questions about police details from the work on the water main. He
157 was concerned that there were no details present. Mr. Gordon stated that there were
158 details and that he has already received invoices from the Grafton Police Department.

159 160 **Administrative Assistant to the Board of Selectmen**

161
162 A motion was made to affirm the appointment of Rebecca Meekins as Administrative
163 Assistant to the board of Selectmen. This motion was seconded by Mr. Hanna. All
164 members were in favor, motion was passed.

165 166 **Zoning Board of Appeals Alternate – Karl Chapin**

167
168 A motion was made by Mr. Dauphinais, seconded by Mr. Padgett, to appoint Karl Chapin
169 as an Alternate from the Zoning Board of Appeals. All members were in favor, motion was
170 passed.

171 172 **Records Access Officer – Donna Girouard**

173
174 A motion was made by Mr. Dauphinais, seconded by Mr. Spinney, to appoint Donna
175 Girouard as the Records Access Officer. All members were in favor, motion was passed.

176 177 **Martha Chartier – Council on Aging Van Driver**

178
179 A motion was made by Mr. Dauphinais, seconded by Mr. Padgett, to accept the
180 resignation of Martha Chartier as a Council on Aging Van Driver, and to send a letter of
181 thanks. All members were in favor, motion was passed.

Vote to sign – Dan Hill Law Contract

A motion was made by Mr. Dauphinais, seconded by Mr. Hanna, to sign the contract for services with Dan Hill Law. All members were in favor, motion was passed.

Vote to approve – 4 One Day Beer & Wine Licenses for Tufts – December 7, 2016, March 8, 2017, April 5, 2017, and May 3, 2017

A motion was made by Mr. Dauphinais, seconded by Mr. Hanna, to approve the One Day Beer & Wine License for December 7th, March 8th, April 5th, and May 3rd for Tufts University. All members were in favor, motion was passed.

Vote to allow chair to sign – Compliance Certificate for 2 Flint Pond

A motion was made by Mr. Spinney, seconded by Mr. Hanna to sign the Compliance Certificate for 4 Flint Pond. There was an error with the letter, it is 4 Flint Pond. All members were in favor, motion was passed.

Vote to allow Town Administrator to sign – Affordable Unit Refinancing, 6 Peters Way

A motion was made by Mr. Spinney, to allow the Town Administrator to sign off on the refinancing of 6 Peters Way. Motion was seconded by Mr. Hanna, all were in favor.

Vote to approve annual renewal of licenses – Per List

A motion was made by Mr. Spinney, seconded by Mr. Dauphinais, to approve the renewal of all license on the list, except for Country Square Gifts. All members were in favor.

Mr. Dauphinais recused himself for the next vote. A motion was made by Mr. Spinney, seconded by Mr. Hanna, to approve the renewal for Country Square Gifts license. All members were in favor. All members were in favor.

Vote to sign Special Town Meeting Warrant – January 9, 2017

Mr. McInerney mentioned that there will be one Article for the land for the Library. Ms. Galloway, the Library Director stated that the Library will give a 5-minute presentation at Town Meeting. A motion was made by Mr. Spinney, seconded by Mr. Hanna to sign the Special Town Meeting Warrant for January 9, 2017. All members were in favor.

Vote to proclaim April 28, 2017 Arbor Day and allow the Chair to sign proclamation

A motion was made by Mr. Dauphinais, seconded by Mr. Spinney, to proclaim April 28, 2017 Arbor Day and allow the Chair to sign the proclamation. All members were in favor, motion was passed.

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Mr. McInerney mentioned that he had spoken to the Board about leaving Wheelabrator. EL Harvey has given the Town the best price. Mr. John Horak was present to discuss any questions from the Board on this contract. The savings will be about \$32,000 per year with the new contract.

Correspondence - Letter from Blatman, Bobrowski, Mead & Talermin, LLC

A motion was made at 10:26pm by Mr. Spinney, seconded by Mr. Hanna, to adjourn. All members were in favor, motion was passed.